

CREDIT CARD POLICY

Credit cards have been acquired for city use. The credit cards may be used, with the department director's prior approval, for purchasing items whereby a city check or other billing option is not available, including online purchases. Following the department director's approval, the employee must sign for the credit card through the city clerk's office, and report all purchases to the city clerk's office.

Misuse of city credit cards and/or failure to report stolen or missing credit cards immediately upon discovering, will result in the employee receiving disciplinary action, up to and including termination of employment. Employees may be held responsible for any unauthorized purchases on the card while the card is in their possession.